

Coconino County Public Health Services District - Environmental Services

Policy No: ES-2013-001

Effective Date: May 7, 2013

Policy Name: Substantive Policy Statement Enactment, Purpose and Scope

Purpose: To establish a uniform process and format for substantive policy statements following Arizona Revised Statutes (A.R.S.) 11-1601 *et seq.*

Background:

Coconino County has established ES-2012-001 to adhere to A.R.S. 11-1601 *et seq.* This allows the County Public Health Services District to create substantive policy statements for the Environmental Services Division. Substantive policy statements enable Environmental Services to streamline intake and response time for Environmental Services permit and license applications.

Policy:

1. Purpose and Authority:

Coconino County Public Health Services District, as authorized by ES-2012-001 and A.R.S. 11-1601 *et seq.* is the authority for issuing Environmental Services Substantive Policy Statements. Substantive policy statements advise the public of the Environmental Services requirements for design and plan review, public request, administrative requirements, and adoption of federal or state constitution, ordinance, regulation or statutes.

2. Adoption:

Substantive Policy Statements are adopted at the discretion of the Chief Health Officer after review by Coconino County Environmental Services Division.

3. Access

Substantive Policy Statements are available to the public at Coconino County Environmental Services located at 2500 N. Fort Valley Road, Flagstaff, AZ 86001 or Coconino County Environmental Services website:

<http://www.coconino.az.gov/index.aspx?NID=227>.

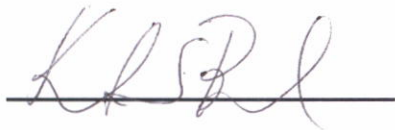
4. Format:

All Substantive Policy Statements shall include the following information.

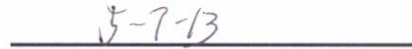
- Policy No.
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- Purpose
- Background
- Policy

The substantive policy statements shall include any substantive policy amended or affected by said policy.

APPROVED BY:

A handwritten signature in dark ink, appearing to read 'K. Babcock', is written over a horizontal line.

Kimbal Babcock,
Interim Chief Health Officer

A handwritten date '5-7-13' is written over a horizontal line.

Date